

HUMAN RESOURCES OFFICE  
MARYLAND NATIONAL GUARD  
29TH DIVISION STREET  
BALTIMORE, MARYLAND 21201-2288  
TELEPHONE: (410) 576-6111

POSITION VACANCY ANNOUNCEMENT #09-176 OPENING DATE: 11 August 2008 CLOSING DATE: 25 August 2008

**FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY**

BRANCH OF SERVICE:   X   ARMY NATIONAL GUARD        AIR NATIONAL GUARD

POSITION TITLE: RSP Coordinator HIGHEST GRADE AUTHORIZED CW2/W2

ORGANIZATION AND LOCATION: Recruiting & Retention BN, 5600 Rue Saint Lo Drive, Reisterstown, MD 21136

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

**WHO MAY APPLY: OPEN TO CURRENT ON BOARD AGR OFFICERS AND ENLISTED AGR SOLDIERS, WHO HAVE A WARRANT OFFICER PRE-DETERMINATION PACKET, OF THE MARYLAND ARMY NATIONAL GUARD ONLY.**

GENERAL ELIGIBILITY REQUIREMENTS:		INITIAL ENTRY QUALIFICATION:	ON-BOARD AGR QUALIFICATIONS:
<ol style="list-style-type: none"><li>1. Must meet physical standards of AR 600-9 and AR 135-18, Table 2-1.</li><li>2. Must not be under current suspension of favorable personnel actions.</li><li>3. Applicants must not be entitled to receive Federal military retired or retainer pay.</li><li>4. Must be able to serve at least three good years in active status prior to mandatory removal.</li><li>5. Personnel applying for an initial tour with fifteen (15) or more years of active military duty credited toward retirement must have a waiver from the National Guard Bureau (NGB-ARM) prior to placement on tour.</li><li>6. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date of separation.</li><li>7. Applicants who have voluntarily separated from the AGR Program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR Program are not eligible to re-enter the program.</li></ol>		<ol style="list-style-type: none"><li>1. Must meet entry requirements of AR 135-18.</li><li>2 <b>Must be medically qualified under AR 40-501, Chap 3 and 4 or 5, as applicable within 12 months prior to initial entry. Selectee must be medically certified as drug free, be tested for HIV within 24 days of initial entry.</b></li><li>3. As a condition of employment, service members may be required to attend a mandatory PEC training within the first year from the in-processing date if selected.</li><li>4. <b>Non AGR Soldiers must have completed a Warrant Officer Basic Course or Warrant Officer Advance Course per 135-18 table 2-1, Rule D, 2(a &amp;b).</b></li></ol>	<ol style="list-style-type: none"><li>1. Must meet requirements of AR 135 -18 and NGR 600-5.</li><li>2. ARNG/ARNGUS soldiers must possess AOC of the AGR duty position or become qualify in that AOC within 12 months.</li><li>3. Failure to qualify in AGR duty position AOC within 12 months of assignment will result in mandatory separation from the AGR Program per Chapter 6, NGR 600-5.</li><li>4. Must be within grade requirements of MTOE/TDA position and NGB staffing guide.</li><li>5. <b>Enlisted AGR soldiers must have a warrant officer pre-determination packet.</b></li></ol>
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**DESCRIPTION OF DUTIES:** RSP Coordinator - Responsible for planning and coordinating the training and operational requirements for the MDARNG Recruit Sustainment Program (RSP) which includes three subordinate Task Forces (Companies) made up of Non-Prior Service recruits. Provides direct supervision of the RSP Administrative (S-1) section and Logistics (S-4) section. Must be qualified in MOS 79T with Master RRNCO Badge. Must have minimum of three years successful experience as a Recruiting and Retention NCO and prior experience with RSP operations. Open to current on board MDARNG AGR Warrant Officers or Warrant Officer Candidates.

**QUALIFICATIONS REQUIRED:** **AOC: 420A0.** AGR applicants must possess an AOC compatible with the duty position IAW Table 2-1 AR 350-18. Applicant must have a valid state driver's license and be able to operate military vehicles and equipment organic to the unit. **Applicant must be qualified for appointment in the position based on MTOE/TDA duty assignment.** Applicant must have a working knowledge of automated office procedures. Applicant must be able to complete the Military Educational requirements commensurate with their military grade. Must not have any current flagging actions that would prevent them from applying.

#### **SPECIAL INFORMATION (IF APPLICABLE)**

1. Appropriate military uniform will be worn during duty hours.
2. Continuation of tour is subject to findings of the AGR Tour Continuation Board and the Adjutant General.
3. Initial Tour AGR officers who do not become qualified within 12 months will be reassigned to a position for which they are qualified or be separated from the AGR program.
4. All officers will sign a Certificate of Agreement and Understanding prior to being ordered to AGR duty.

#### **APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)**

##### **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

1. NGB Form 34-1, signed, dated and annotated job number and email contact information
  2. Selected individual may be required to undergo a Periodic Health Assessment and HIV test.
  3. Signed certified copy of **updated** DA Form 2-1 or **updated** ORB from **MSC Personnel SVC SGT.**
  4. PQR from **MSC Personnel SVC SGT.**
  5. Five latest OERs.
  6. Letter of recommendation / performance evaluation on individuals not requiring an OER.
  7. DA photo in Class A uniform
  9. All Soldiers must have documentation showing they meet current HT/WT Standards IAW AR 600-9; provide Tape Test DA Form 5500 (Males), DA Form 5501 (Females).
  10. All Soldiers must have documentation showing they meet current APFT retention standards IAW AR 40-501; provide DA Form 705, not more than 6 months old for current AGR members and 12 months for traditional members.
  11. DA 3349 must be submitted for Soldiers with Permanent Profiles.
  12. Unit memo or documentation verifying no current Flagging Actions.
  13. **INITIAL ENTRY ONLY:** (BOTH of the following must be submitted)
    - a) NGB Form 23 from (**Unit or MSC Personnel SVC SGT.**)
    - b) Provide **all** DD Form 214s. (**Long version copies 2, 4, 7, or 8**)
  14. Forward application and attachments to: ***Human Resources Office  
ATTN: MDNG-HRO-AGR  
Fifth Regiment Armory  
Baltimore, MD 21201-2288***
  15. Application screening will be made without regard to race, religion, color, gender, or national origin.
  16. Applicants are subject to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
  17. Selection criteria are based on military education, experience in career management field, source of MOS/AOC, civilian education and experience related to the position.
  18. Eligibility of Guardswomen will be consistent with applicable assignment policies of NGR 600-200 for Enlisted.
- NOTE: Include the Job Number and Job Title on your application. Applications received after the closing date will be returned.**  
**BINDERS/FOLDERS ARE NOT NECESSARY. APPLICATIONS SUBMITTED IN BINDERS/FOLDERS WILL BE REMOVED PRIOR TO BEING FORWARDED TO INTERVIEWING OFFICIALS. BINDERS/FOLDERS WILL NOT BE RETURNED**